



UNIVERSITY OF
NOTRE DAME

Mendoza College of Business

Executive Education

Executive Certificate Programs Online

2007 - 2008

EARN YOUR CERTIFICATE ONLINE

Earn your Executive Certificate in Leadership and Management or Negotiation with just three eight-week courses – and complete your coursework 100% online without interrupting your busy schedule. It is the most convenient way to add powerful new skills and credentials to your resume.

Executive Certificate in Leadership and Management

- Effective Leadership
- Leading Teams and Organizations
- Executive Leadership Strategies

Executive Certificate in Negotiation

- Negotiation Essentials
- Advanced Negotiations
- Strategies for Conflict Management

Hurry! Monthly Classes Fill Quickly.

- 800-441-5620
- Intl. +1 813-612-5304
- NotreDameOnline.com



Empower Yourself with Notre Dame Skills and Credentials

In today's ultra-competitive business climate, your success depends on your leadership, management and negotiation skills. Whether you need to lead new initiatives, manage teams or motivate individuals in your organization, Notre Dame's online certificate programs give you a convenient way to develop the high-level business skills to advance your career and produce optimal outcomes for your organization.

Since its founding in 1842, the University of Notre Dame has built a reputation for academic excellence. Notre Dame has been designated as one of the nation's top 20 institutions of higher learning by *U.S. News & World Report*, and Notre Dame's Mendoza College of Business is currently ranked as the #7 undergraduate business program in the nation by *BusinessWeek*. Notre Dame graduates are world leaders in business, science and politics and have served as CEOs of some of the world's most successful companies including Texaco, Liz Claiborne, Mobil Corporation, Office Depot, Chiquita Brands International and many more.

ACADEMIC EXCELLENCE MEETS ONLINE CONVENIENCE

Now you can take courses from Notre Dame's prestigious Mendoza College of Business anytime and anywhere you need to – online! Through the University Alliance Online, you learn from some of the leading business experts in the nation and earn valuable credentials around your busy schedule. No classroom attendance is ever required.

Notre Dame offers two certificate programs online: the **Executive Certificate in Negotiation** and the **Executive Certificate in Leadership and Management**. With an executive certificate from Notre Dame, you will have the skills to be a more effective communicator, manager and leader – and have the credentials to prove it. So you can accelerate your career and open doors to lucrative job opportunities.

“Tomorrow’s business leaders will need an increasingly wide range of skills. For those with gaps in their knowledge, executive education programs are an important way of plugging the holes.”

*Bill Ridgers, Editor of 2006 Executive Education Survey
by the Economist Intelligence Unit*



INTERACTIVE ONLINE TECHNOLOGY MAKES THE DIFFERENCE

Through our state-of-the-art e-learning system, you'll be immersed in a multimedia environment that lets you study at your convenience, around your busy schedule. Each course is carefully designed to maximize your interaction with fellow students and instructors. In fact, many students find they participate and enjoy themselves more in this online program than they ever did in a traditional classroom.

Virtual Classroom

Our online classroom is second to none! With dynamic features such as online chat rooms, streaming video and message boards, you'll get rich, real-time interaction – it's just like being in the classroom, live, on the Internet.

Online Video Lectures

Watch and learn from industry professionals as they deliver lectures and course material online via streaming video – when and where it's convenient for you. And unlike a classroom, you can pause, rewind and review any portion of the lecture so you completely understand the material before continuing your studies.

Online Support

Through virtual office hours, faculty-monitored chat rooms, message boards and email, your professors and classmates are just a click away. So you can get the help you need, when you need it. It's a great way to meet, collaborate and network with professionals from across the nation and around the world.

UNIVERSITY DISTINCTIONS

- Ranked #7 among the nation's top-30 undergraduate business schools by *BusinessWeek*
- Ranked #20 among the best national universities by *U.S. News & World Report*
- Ranked among the nation's top graduate business schools by *BusinessWeek*

ACCREDITATION

The University of Notre Dame has received a full, 10-year accreditation from the Higher Learning Commission of the North Central Association of Schools and Colleges (NCA). The Mendoza College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International is the primary accrediting association for American schools of business).

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NOTRE DAME FACULTY

Notre Dame's online courses are taught by the same graduate-level professors who teach on campus at the top-ranked Mendoza College of Business at Notre Dame. Through Notre Dame's certificate programs, you get access to these expert instructors in one convenient online program.

Award-winning faculty.

Notre Dame faculty members have won 17 fellowships from the National Endowment for the Humanities in the past five years – more than any other university in the nation.

Real-world consultants.

The faculty of the Mendoza College of Business includes highly sought-after business consultants for some of the world's leading companies.

Published authors/writers.

Instructors from the Mendoza College are recognized experts whose articles frequently appear in peer-reviewed journals.

Highly experienced instructors.

Several members of the Executive Education faculty have received awards including Inspirational Teacher of the Year and the Inspiring Instructor Award.

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MASTER LEADERSHIP, MANAGEMENT AND NEGOTIATION – ONLINE!

Notre Dame's dynamic executive certificate programs benefit professionals at all levels – from team leaders focused on a specific project, to managers of work groups and departments, to executives who determine an organization's strategic direction and culture. With each course you will acquire new skills you can begin applying immediately – and new credentials to enhance your resume. Complete all three courses in a program and you will receive your Executive Certificate in Leadership and Management or Negotiation from Notre Dame's Mendoza College of Business.

Executive Certificate in Leadership and Management

Whether you are leading or managing a team, project or organization, your success depends on your leadership skills. The **Executive Certificate in Leadership and Management** is made up of three eight-week certificate courses that feature thorough self-assessments culminating with the creation of a customized map based on your personal leadership style. These courses equip you with effective ways to distinguish leadership from management and the tools to assume the right role at the right time. You will learn to:

- Assess needs and motivation of individuals at all organizational levels
- Enhance skill in giving and receiving feedback
- Sharpen your decision-making ability, coach effectively and resolve conflict
- Use self-assessment tools to develop your own unique leadership style

Effective Leadership

Effective Leadership is designed for exceptional individual contributors who have taken the lead on a team or project and have direct responsibility for guiding the work of others. Through guided investigations, self-assessments and challenging problem-solving studies, you will develop your unique leadership style for success.

Leading Teams and Organizations

Leading Teams and Organizations places you at the crossroads of tactics and strategy, providing the perspective and insight necessary to assess, interpret and respond to situations of uncertainty and complexity. You will learn to positively engage people, teams and organizations by responding to challenges with greater sophistication and confidence.

Executive Leadership Strategies

Executive Leadership Strategies is the culmination of Notre Dame's three-course program. This course provides insight into key concepts such as strategy, foresight, creativity and integrity and teaches you to synthesize your skills and apply your abilities for developing intellectual capital and organizational culture.



Executive Certificate in Negotiation

In today's highly interactive, multicultural world, the art of negotiation – the ability to interact with and influence others – has become more important and more complex than ever. The **Executive Certificate in Negotiation** is made up of three eight-week certificate courses that are uniquely designed to improve your interpersonal skills and professional interaction. These courses provide the knowledge to implement negotiating strategies for increased personal and professional success. You will learn to:

- Gain an increased understanding of the role of interpersonal skills in influencing outcomes and achieving greater success
- Work more effectively one-on-one, in groups and across cultures
- Tap into your own leadership competencies and learn to lead more effectively through both verbal and non-verbal communication
- Develop strategies to produce optimal outcomes while working with difficult people and difficult situations

Negotiation Essentials

Negotiation Essentials gives you a solid understanding of competitive interaction and teaches you to develop the tactics, strategies and interpersonal skills necessary for success when competing over resources, direction or ideas. Whether you have little or no formal negotiation training, or you are a seasoned negotiator, this course will help you master foundational skills and break any bad habits you may have developed over time.

Advanced Negotiations

Advanced Negotiations aggressively builds on *Negotiation Essentials*, focusing on negotiating effectively and influencing others in the face of complicated situations. You'll be challenged to consider when and why to work on negotiation teams and how changes in negotiation context impact tactical options and outcomes. In addition, you'll explore communication strategies for more effective cross-cultural interaction, simple gender differences and emerging global issues.

Strategies for Conflict Management

Strategies for Conflict Management focuses on the critical skills associated with handling difficult people and situations, highlighting the kinds of negotiation and influence processes that yield optimal outcomes and keep relationships intact. You'll learn how to improve your own performance during confrontations and develop strategies to effectively manage hotly contested disputes among colleagues or subordinates. In addition, you'll improve your approach to working before, during and after any conflict.

ONLINE PROFESSIONAL CERTIFICATES: YOUR KEY TO SUCCESS

Each three-course online program leads to an executive certificate from one of America's finest universities. It's the ideal way to gain superior credentials and the most in-demand skills you can use right away. And when you complete any of our programs, you'll add the prestige of a great school to your resume, plus you'll be recognized as a leader within your organization.

Unlike traditional hotel seminars and other training options that lack depth of content, our programs feature the nation's foremost experts in a wide variety of business fields.

You'll have several weeks – not several hours – to read course materials, discuss key topics with professors and classmates, review streaming video lectures, and work on class assignments at your convenience, 24/7. And you can add the workbooks and CD-ROMs to your personal library to reference long after you've completed the program.

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UNIVERSITYALLIANCE®

The Nation's Leading Universities Online

With more than 300,000 enrollments since its inception, the University Alliance Online is the nation's largest exclusive e-learning provider of degree and certificate programs from accredited universities. The University Alliance includes Villanova University, the University of Notre Dame's Mendoza College of Business, Tulane University's Freeman School of Business, Thunderbird School of Global Management, the University of San Francisco, the University of South Florida, Florida Institute of Technology, The University of Scranton, Dominican University and Jacksonville University.

The University Alliance works with leading universities to transform their classroom curricula into dynamic online programs that offer you optimal learning experiences.

One simple call connects you to the broad range of benefits offered by the University Alliance. You will be assigned a program representative who serves as your contact for non-academic issues – answering questions about financial aid, helping you enroll in the next class and more. Technical support personnel and other professionals are also easily accessible every step of the way.

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CERTIFICATE PROGRAM TUITION

Executive Certificate in Leadership and Management

Effective Leadership	\$1,980
Leading Teams and Organizations	\$1,980
Executive Leadership Strategies	\$1,980
TOTAL	\$5,940
Special Package: All three courses (a \$945 savings)	\$4,995

Continuing Education Units (CEUs): Earn 1.6 CEUs for each eight-week course.

Executive Certificate in Negotiation

Negotiation Essentials	\$1,980
Advanced Negotiations	\$1,980
Strategies for Conflict Management	\$1,980
TOTAL	\$5,940
Special Package: All three courses (a \$945 savings)	\$4,995

ACE Recommendation: Undergraduate, 2 semester hours for each eight-week course.**

Continuing Education Units (CEUs): Earn 1.6 CEUs for each eight-week course.

WHAT TYPES OF DISCOUNTS AND ASSISTANCE ARE AVAILABLE?

Tuition Assistance

Your tuition cost may be covered by your company's tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information.

Career Training LoanSM

SLM Financial, a Sallie Mae company, offers a comprehensive, flexible, low-cost loan product specifically designed to help working adults who enroll in an accredited distance learning undergraduate or graduate degree program or a certificate granting program. The SLM Financial Career Training Loan, with its quick application and approval process, will have you ready to enroll in the next available session. For more information on the SLM Financial Career Training Loan, contact a program representative today or fill out an online application.

Military Discount

Special discounts are available for active U.S. Military servicemembers. Please call for more information.



CORPORATE PROGRAMS

Unleash the Power of Your Organization

Establish a corporate training program today, and begin to see positive results in your organization immediately!

What You'll Get

A well-educated workforce equals corporate success. Along with saving your company valuable time and money, you'll provide your employees with the opportunity to learn the necessary skills to lead improvement initiatives that result in measurable sales growth, economic value, customer satisfaction and retention, and employee satisfaction and motivation. These skills will help increase your bottom line and create a streamlined work environment.

Start With a Pilot Program!

Register a group of your employees in one of our classes, and see how their newly acquired knowledge increases productivity and impacts your bottom line. This pilot program offers the following services to your organization:

- Special corporate pricing
- A unique online session with one of our experts to "kick off" the course
- A survey of employees after class to ensure quality and satisfaction
- An end-of-course review with corporate managers
- All employees will be in the same online class

"I gained a fundamental understanding of negotiation that I was able to immediately put to practice. I was very impressed with the benefits of the program! It was a great experience that helped me and my team develop essential negotiation skills."

*Dana Toops
Kalamazoo, MI*

Guarantee your staff's success with leadership, management and negotiation skills from the University of Notre Dame! Getting started is easy. Contact us today for complete details.

A DIVERSE NETWORK

The University Alliance provides corporate education for these prominent firms, including:

- Accenture
- Agfa
- Alliance Energy
- AT&T
- Bell South
- Bethlehem Steel
- Boeing
- Chevron
- Cisco
- CSX Transportation
- Dell
- Deloitte Consulting
- EDS
- ExxonMobil
- General Dynamics
- General Electric
- General Motors
- Groton Utilities
- Halliburton
- HP
- IBM
- Ingersoll-Rand
- Intel
- Lockheed Martin
- Microsoft
- Motorola
- NASA
- PricewaterhouseCoopers
- Schlumberger
- Sprint
- United Technology
- U.S. Department of Energy
- U.S. Military
- Xerox

Corporate Rates are Available

➔ 800-441-5620

➔ corp@NotreDameOnline.com

**The American Council on Education's College Credit Recommendation Service (ACE) has recognized Notre Dame's Executive Certificate in Negotiation and Executive Certificate in Leadership and Management certificate programs as course material suitable for college credit recommendation.

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